



*The City
of
Hopewell, Virginia*

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

APPLICATION FOR PRELIMINARY
SITE PLAN
APPROVAL

APPLICATION FEE: \$250

NEW SITE PLAN _____ AMENDMENT TO A SITE PLAN _____ SP# _____

PROJECT NAME: _____

PROPERTY ADDRESS / LOCATION:

PARCEL #: _____ ACREAGE: _____ ZONING: _____

* * * * *

APPLICANT: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT

OWNER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

* * * * *

ENGINEER/SURVEYOR: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

* * * * *

DEVELOPER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

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YOU ARE ADVISED THAT THIS PROJECT MAY REQUIRE ADDITIONAL APPROVALS
AND/OR PERMITS.

CONTACT THE DEPARTMENT OF DEVELOPMENT AT THE TIME OF APPLICATION
TO DETERMINE IF ADDITIONAL APPROVALS ARE REQUIRED.

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EIGHT (8) PAPER COPIES OF A PRELIMINARY SITE PLAN ON SHEETS NOT TO
EXCEED 24" x 36" AND FOLDED NO LARGER THAN 9" x 12" MUST ACCOMPANY
THIS APPLICATION

THE SITE PLAN MUST CONTAIN THE FOLLOWING ITEMS, WHICH ARE OUTLINED IN ARTICLE 16 OF THE ZONING ORDINANCE:

- _____ A title block containing the name of the engineer, architect, landscape architect, surveyor, and/or developer, and a signature panel for the Director of Development.
- _____ A north arrow, scale, date, and vicinity map.
- _____ The existing zoning and zoning district boundaries of the property in question and surrounding properties.
- _____ The present use of all adjacent properties.
- _____ The boundaries of the property in question by bearings and distances.
- _____ All existing property lines, existing streets, buildings, watercourses, waterways, or lakes and other existing physical features in or adjoining the property. Those physical features on adjoining properties need only be shown in approximate scale and proportion.
- _____ The topography of the project area with contour intervals of at least two (2) feet.
- _____ The location and sizes of sanitary and storm sewers, gas lines, water mains, culverts, and other underground structures, as well as all overhead utilities and their supporting poles in or affecting the project, including existing and proposed facilities and easements for these facilities.
- _____ The location, dimensions, and character of construction of proposed streets, alleys, and driveways. The location, type, and size of entrance and exit to the site.
- _____ When proposed streets intersect with or adjoin existing streets, both edges of existing pavement surface or curb and gutter must be indicated for a minimum of one hundred fifty (150) feet or the length of connections, whichever is the greatest distance.
- _____ The location of all existing and proposed off-street parking and parking bays, loading spaces and walkways, indicating types of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces.
- _____ The location of all trees on the site with a diameter of eight (8) inches or greater at the DBH (diameter, breast high). The site plan shall show heavily wooded areas and trees and an indication (by using symbols) of which trees are to be retained and which are to be removed.
- _____ The location, height, type, and material of all existing and proposed fences, walls, and screen planting. The landscaping details of all buildings and grounds. The location, height, and character of all outdoor lighting systems.

- _____ The location of all proposed buildings and structures, accessory and main; number of stories and height; proposed general use for each building; and the number, size, and type of dwelling units where applicable.
- _____ Provisions for the adequate disposition of surface water in accordance with design criteria and construction standards of the City of Hopewell indicating location, sizes, types, and grades of ditches, catch basins, and pipes and connection to existing drainage systems.
- _____ Provisions and schedule for the adequate control of erosion and sedimentation, in accordance with the City of Hopewell's Erosion and Sedimentation Control Ordinance.
- _____ Proposed finished grading by contour supplemented where necessary by spot elevations.
- _____ One hundred year floodplain limit studies as required by the Director of Development, along with delineation of the resource protection area (RPA) and resource management area (RMA) as required by the city's Chesapeake Bay Preservation Overlay District.
- _____ The location, character, size, height, and orientation of proposed signs.
- _____ The location and dimensions of proposed recreation, open space, and required amenities and improvements, including details of disposition.
- _____ Any necessary notes required by the Director of Development to explain the purpose of specific items of the plan.
- _____ The Director of Development may request additional information other than what has previously been stated when deemed necessary to protect the health, safety, and general welfare of the citizens of the city.

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AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION, ACCOMPANYING SITE PLAN, AND ALL OTHER ATTACHED DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

_____ APPROVED

_____ DENIED